

Department of Correction
Enfield Central Records
Medical Records Clerk

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: Candidates on the current examination list.

Location: Medical Records Warehouse, Enfield CT

Hours: M-F – 40 Hours

Salary: CL-13 37,429.00 – 49,108.00

Closing Date: November 6, 2012

Eligibility Requirement: Candidates must have applied for and passed the Medical Records Clerk exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.

Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.

Knowledge, Skills and Abilities: Knowledge of office systems and procedures including proper telephone usage and filing; knowledge of medical or psychiatric terminology as appropriate to the position; oral and written communication skills; skill and accuracy in typing; basic interpersonal skills; ability to operate office equipment which includes personal computers or other electronic equipment; ability to follow written and oral instructions.

General Experience: Two (2) years of clerical experience

Special Experience: One (1) year of the General Experience must have been in a medical or psychiatric environment as appropriate to the position.

Special Requirement: Persons having responsibility for supervising or observing the behavior of inmates or custodial clients will be required to possess a high school diploma or General Educational Development (GED) certification by the time of permanent appointment.

Working Conditions: Please note this position is working in our central medical records warehouse. There is some Inmate contact in this position and the position is eligible for an unpleasant duty stipend as outlined in the NP-3 contract. Candidates must also be able to lift boxes of medical records which weigh 30 pounds.

Preferred experience: Superior communication and organizational skills are necessary for this position. Experience responding to inquiries from lawyers offices and/or the Attorney General's office is desired.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, your last (2) Performance Evaluations and an Application for Employment (Form CT-HR-12) which is available at http://das.ct.gov/HR/Forms/CT-HR-12_Applicationpdf. to:

Cathy Riberio, HR Manager
Department of Correction
24 Wolcott Hill Road
Wethersfield, CT 06109
860-692-7615
Catherine.riberio@po.state.ct.us

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.